



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.16

Subject: Population Count and Reporting

Supersedes: DCS 27.16, 07/01/98

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

Effective date: 07/01/98

Revision date: 04/01/05

Application

To All Department of Children's Services Youth Development Center Employees

Authority: TCA 37-5-106

Policy

Each Youth Development Center shall establish a system to physically count youth at the facility.

Procedures

A. Written local procedures

1. Requirement

Each superintendent must develop written procedures for physically counting youth. The procedures must be reviewed annually and documented.

2. Contents

Written procedures must include, at a minimum, the following:

- a) Formal counts, at least one each shift;
- b) Informal counts;
- c) Emergency counts;

- d) A complete record-keeping system that includes
 - ◆ Results of all counts
 - ◆ Name(s) of all newly committed youth
 - ◆ Name(s) of all youth departing
 - ◆ Name(s) of all youth assigned to work and educational release, furloughs and other temporary absences
- e) Notification of appropriate staff of increases and decreases in population shift-by shift
- f) The daily population report and it's transmission to central office

3. Information retained

Information regarding population must be retained on file for three (3) years.

Forms

None

Collateral Documents

None

Standards

ACA 3-JTS-3A-13

DCS Practice Model Standard – 8-306